



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

|   |  |  |  |
|---|--|--|--|
| 1. <u>Announcement Number</u><br><br><b>3W-08-517-SJ</b>                                  | 2. <u>Title, Series, Grade, Salary</u><br><br><b>Program Support Assistant (OA)<br/>(070660)<br/>GS-303-6<br/>\$33,135 to \$43,076 per annum<br/>(Based on full-time employment)</b> | 3. <u>Tour of Duty</u><br><br><b>8am – 4:30p<br/>M-F</b> | 4. <u>Duty Station</u><br><br><b>Primary Care<br/>Division,<br/>Bend Community<br/>Based Outpatient<br/>Clinic,<br/>Bend, Oregon</b> |
| 5. <u>Type &amp; Number of Vacancies</u><br><br><b>Permanent<br/>1 Full-time position</b> | 6. <u>Contact</u><br><br><b>Human Resources Assistant<br/>503-273-5236</b>   | 7. <u>Opening Date</u><br><br><b>7/14/08</b>             | 8. <u>Closing Date</u><br><br><b>Until Filled<br/>1<sup>st</sup> consideration date<br/>8/1/08</b>                                   |

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application.

### MAJOR DUTIES:

The incumbent serves as a Program Support Assistant for the Primary Care Division. The incumbent reports directly to an Operations Manager of the Metro Community Based Outpatient Clinics (CBOC's) and is responsible for a wide range of assignments in providing administrative and management support to the divisional management team. This position will at times require support functions for the Administrative Director and Clinical Director of the division. In this capacity, the duties will include administrative and clerical support of clinical coordinating all aspects of managing a business office in a complex and rapidly changing environment. This position will also monitor and maintain divisional staff competency files, ensuring that licensures, credentialing and privileging, proficiencies, QM Data, Volume/Workload Data, BLS, education and correspondence is up-to-date and accurate. The incumbent will update divisional databases and be familiar with statistical data associated with capacity and demand, benchmarking criteria and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards and regulations. The incumbent will be seen as the expert for expediting and coordination between all CBOC clinics and various medical center divisions and respective personnel. Duties will also include having a clear understanding of the Human Resources functions within the division and be able to interface with appropriate agencies to accomplish the necessary functions of the interview processes, hiring, extensions, promotions, terminations and benefits of personnel. Other responsibilities will include duties as a divisional timekeeper for staff employees assigned to the Metro CBOC's as well as supply and equipment ordering. Through direct interfacing with medical center personnel and involvement with special projects, the incumbent will act as a liaison between executive leadership and divisional staff to include clinical healthcare providers. Assignments will include office management, professional networking and communications, data collection, analysis and reporting of ongoing pertinent program data.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-303 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level for at least one full year.

**Substitution of Education for Experience:** Not applicable.

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## **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Knowledge, experience and proficiency in all administrative duties within the clinic and Portland VAMC as it relates to the delivery of patient care, including knowledge of computer software programs such as Excel, and related data programs to work on studies and reports, CRPS charts, and VistA..
2. Ability to work independently, establishing priorities and adjusting to changing issues, requirements, and situations with strong organizational skills and ability to perform multiple tasks and coordinate multiple projects at the same time.
3. Ability to communicate in writing and orally in relaying and explaining information with others, individually and in group meetings, for Primary Care and throughout the PVAMC.
4. Knowledge of and proficiency in preparing appropriate documentation to support basic HR actions and processes, as it relates to Primary Care/Bend Clinic.
5. Knowledge of and proficiency in timekeeping responsibilities, as well as ability to maintain Tempo training documentation, education registrations, professional license verifications, proficiency tracking logs, and other internal data collection and documentation logs specific to Primary Care.
6. Ability to coordinate, manage and perform all clerical duties as it relates to scheduling appointments, coordinating meetings, and/or scheduling conferences for the clinic operations manager, as assigned.
7. Ability to perform supply transactions including maintaining the organization's supply inventory, work order requests, as well as IRM/IT/telecommunications needs, for the constantly changing work environment.

## **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future. Applicants without prior federal service will be appointed at step one of the grade.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions. A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

## **HOW TO APPLY:**

### **Portland VAMC Permanent employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 8/8/08 for 1<sup>st</sup> consideration)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 8/8/08 for 1<sup>st</sup> consideration)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

### **Other VA Permanent Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

**Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 8/1/08 (except as noted above) for 1<sup>st</sup> consideration. This position is open until filled.** Application forms may be obtained in Human Resources Office or on our external website, <http://www.visn20.med.va.gov/Portland/mc/hr>.

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: 3W-08-517-SJ**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/adms/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**